

for new o/c
23 October 1978 *member*

MEMORANDUM FOR THE RECORD

FROM: [REDACTED] ADMAG Recorder

SUBJECT: Minutes of ADMAG Business Meeting, 16 October 1978

1. (U) The normally scheduled monthly business meeting of ADMAG was held on 16 October 1978 in the DDA Conference Room from 3:00 to 5:00 p.m. Members present were:

[REDACTED]
MG
Security
Logistics
Finance
Personnel
Data Processing

2. (U) The first item discussed was how to make the minutes of the meeting more useful. It was agreed that the minutes should clearly identify tasking and should note the time and place of the next meeting.

3. (U/AIUO) There followed a discussion of possible speakers for future ADMAG meetings. Agreement was reached to invite [REDACTED] to the December or January meeting depending on availability. Specific items recommended for discussion are:

. DDA exchange - its usefulness as a communication channel on issues of interest to overseas personnel, i.e., deductability of home leave expenses, cost of living computations, taxation of overseas benefits, etc.

. DDA training - assistance to ADMAG in identification of problem areas - ideas on employee orientation courses

. Office automation - programs to improve productivity

[REDACTED] agreed to contact [REDACTED]
4. (U) Minor changes to the ADMAG charter were agreed upon. It was decided to forward a copy of the revised charter to Mr. Blake for his approval.

[REDACTED] to handle the action on this matter.

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5. (U) A discussion on the suggestion and achievement award program indicated that the group did not feel that all questions related to the program had been satisfactorily answered by [REDACTED] at the previous ADMAG meeting. [REDACTED] directed all ADMAG members to draw up a list of specific questions with the intention of requesting written answers from [REDACTED].

6. (U/AIUO) [REDACTED] introduced an unsolicited employee problem on health insurance. The employee claims that he was not able to use his [REDACTED] medical card to obtain emergency medical care at Sibley Hospital. The hospital cited the poor record of [REDACTED] in handling payments as the reason for not recognizing the card. [REDACTED] agreed to look into the matter and draft a memo requesting an official response should the circumstances warrant one.

7. (U/AIUO) The issue of offsetting cover benefits was introduced by [REDACTED]. ADMAG has pending a request from an Office of Communications employee for some relief from the burdens of cover. Some discussion followed on the ability of ADMAG to deal with this matter. It was suggested that the employees' request be sent to Central Cover Staff for their comments. It was also suggested that the DCI MAG may already have done some work on this subject. [REDACTED] agreed to try to resolve the problem.

8. (U) At this point, [REDACTED] arrived at the meeting. He indicated his pleasure with the workings of the group. He provided general guidance in several areas of ADMAG activities and expressed interest particularly on the health insurance issue. He questioned whether ADMAG involvement with the individual DDA office MAGS had generated any useful ideas for ADMAG. The response to the question was 'yes' but not many.

9. (U) Draft copies of a memorandum for the record on the "Audit of Administrative Directorate Review - Trends and Highlights" were distributed. Members were asked to review so that action could be completed on this item at the next meeting.

10. (U) The next meeting was scheduled for 20 November at 3:00 p.m. in the DDA Conference Room.

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[REDACTED]
ADMAG Recorder

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